**** **Lauren Greenhill**

**10/8/12 – 10/12/12**

**NELA Internship Weekly Activity Log**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Teacher**  **Observation** | **Teacher**  **Evaluation** | **Teacher**  **Mtgs** | **Building Meetings** | **District**  **Meetings** | **Community Mtgs/Contacts** | **Extra-**  **curricular**  **Events** | **Management Tasks** | **Other** |
| **Monday** |  | **Clements Formal Observation w/ Edwards**  **Bierbauer Pre-Conference** |  | **Admin Team Mtg** |  |  |  | **AM, Lunch, and PM Duties** | **Mtg. w/ Tom Williams** |
| **Tuesday** |  |  |  |  |  |  |  |  | **NELA** |
| **Wednesday** |  |  |  |  |  |  |  |  | **NELA** |
| **Thursday** | **4th Grade Walkthroughs (**Allen, Karns, Ott) | **Bierbauer Formal Observation** | **3rd Grade PLC** |  |  | **Parent Meet & Greet w/ Mrs. Canady (new 2nd grade teacher)**  **Met Gilbert Portela! (MAJOR community asset)** |  | **AM, Lunch, and PM Duties** |  |
| **Friday** | **Canady Walkthrough** | **Coley Formal Observation w/ Edwards** | **Pre-Conference w/ Powell**  **1st Grade Team Mtg abt field trip**  **Mtg w/ student teacher** | **Admin Team Mtg** |  | **Called 2 2nd grade parents abt discipline situation** |  | **AM, Lunch, and PM Duties** |  |

**Reflection on Weekly Log:**

At our meeting on Monday, we talked about connecting the experiences I had this week to the Pre-Service Standards, as well as to specific, tangible artifacts. So, I really tried this week to think about and gather evidences that demonstrated growth along different elements. Here’s what I came up with!

**Standard II (Instructional)**: I participated in 2 formal observations with Mr. Edwards this week, as well as 1 formal observation on my own (and 2 pre-conferences). We also debriefed afterwards, and discussed our notes (we both scripted); Kelvin wants me to lead one of the post-conferences on Monday with him, and so we spent some time setting up the beginning of that conversation and discussing where we want to focus with this teacher. I think that both my individual notes, and the plan we came up with together for the post-conference, would serve as artifacts along this standard (demonstrating the “Works with others to systematically focus on the alignment of learning…” element of proficiency on 2a). Also, a videotape of the actual post-conference (if the teacher agrees!) would also contribute here. These would also apply to Standard IV, Element 4c (Teacher and Staff Evaluation).

**Standard IV (Human Resource)**: I try to attend at least 1-2 grade-level PLCs a week, and participate in their discussions to see where I can help, as well as administrative team meetings where we discuss what is working well across the board with PLCs and what isn’t. The notes and agendas from these meetings would obviously serve as basic artifacts for proficiency along element 4a, but I am having a hard time thinking about what more *robust* artifacts would look like—for example, what would demonstrate that action along items of discussion within PLCs? What else could demonstrate growth/proficiency along this element?

**Standard VI (External Development)**: I know that participating in the parent “meet & greet” for our new 2nd grade teacher falls under this standard, but I am unsure how to “rank” it—if I didn’t actually plan the event (the teacher did), but actively participated, does this demonstrate “Emerging” or “Proficient”? I also understand that a single event or artifact does not show proficiency, but rather that it would be a collection of artifacts; however, I want to make sure that I’m gathering the right things!

This week was a short week at Belmont for me (after being out of the building for class 2 out of 5 days), but I still had some very robust experiences (especially along the instructional leadership side). I am VERY excited for the pre-conferences tomorrow, and I will be sure to let you know how they go!